ELKHART & ST. JOSEPH COUNTIES HEAD START CONSORTIUM

ADVISORY COUNCIL MEETING MINUTES

SOCIAL SERVICES-EDUCATION-HEALTH

Friday, February 21, 2020

**SOCIAL SERVICES**

Start time: 9:05am End time: 9:45am

Attendees: Dr. Kathy Guajardo, Dr. Phil, Christina Bromley, Tamara Bienneman, Vera Cavalcante, Emily Harriott

**Welcome Message from Dr. Guajardo-** introductions began around the room

**Family Engagement**

1. **Discussion of PIR and reports--------------Vera**

Vera explained what the PIR is, what social services we track and how they are tracked. Vera stated that we will need to start tracking Parenting Curriculum and Substance Abuse (prevention and treatment) beginning next school year. She also stated we will track children’s assessment progress (ie vision, DECA, Denver, etc) and growth, education and prevention for medical and oral health and health and development (discussed the curriculum BREATH). Added 2 questions to the health history in regards to tobacco use: 1) is anyone in the family smoking? 2) in the application for post-partum care, is anyone smoking? Parenting curriculum involves STEP and Triple P (Elkhart).

**Dr. Kathy**-The research-based parenting curriculum is something that comes from Washington (STEPS, Love and Logic and Triple P are what we use within the Consortium). She stated that this opens up opportunities for parents who want more resources on parenting. Biggest challenge we have is substance abuse/misuse—**Dr. Phil** is the trainer and preliminary thoughts are that it may be difficult to track. **Vera** stated that we see a bit of treatment with children (for instance, DCS cases where there is substance abuse within the household) but parents may be fearful in letting us know that they have substance abuse issues and in seeking help. Discussed how some other HS agencies already carry NARCAM for potential overdose situations—we just don’t have distinct lines drawn yet. **Vera** stated that we have had some overdose/suicide issues and domestic violence increase this year—possibly related to substance abuse? Still working through that.

**Emily** asked about PIR questions as far as if we have to seek information from parents on drug abuse or let parents offer the information? The general consensus was both. **Vera** also passed out PFCE Positive & Goal-Oriented Relationships handout and discussed how family outcomes ties into the PIR. 84% families received at least ONE service that empowered them at some level (national score we received) **Dr. Kathy** said that we were in the highest ranking for family services and support.

1. **Parent Meetings and Updates**- **Vera** said that she’d like to build the funds for the Family Summit. She is asking if we can start talking now to the church in Elkhart County about next year. **Emily** asked about requirements for parent meetings? Are they mandatory?—**Dr. Kathy** said that the FACS recommend/encourage the parents to attend the family meetings—not required. **Emily** also asked about what the federal requirements are for initiatives or classes? About how many sites host each month? **Vera** explained the initiatives and that we are going to start focusing on Kindergarten Readiness during the next month. Site meetings are held by corporation and that we should be involving the policy council members as well for the topics we want covered. **Vera** focused mostly on Elkhart County data. Handed out the Triple P flyer for Elkhart. **Emily** also mentioned intensive classes through CAPS in Elkhart County now.
2. **Enrollment Update-** **Tamara** starts week of 3/16/20. 27 enrollment events between March and May. Updated flyer on headstartesj.com website. Distributing fliers to school districts as invitations for next school year. We start our enrollment through these events for next year to get as many apps as we need. Stated events vary from site to site. **Tamara** explained she doesn’t interface directly with parents because of her position but supports the FACs and Vera during open enrollment season. **Dr. Kathy** said we have the ranking system for qualifying for Head Start. **Tamara** explained we always have a waitlist overall but some areas will have a smaller amount of applications so we have to collaborate with local places in that particular community. Explained numbers are as follows: 852 Head Start, 128 CCP, 20 pregnant moms and 60 children and 180 children for Title I. About 1250 in both counties right now and we are also are set up to receive CCDF and OMWPK vouchers. Vera said we visit local shelters, churches, etc. Tamara said that by 7/15 we need to have enrollment set. Sometimes parents don’t start looking until after school starts and waitlist increases.

Emily said that within Triple P in Elkhart County they are bringing FACS to an event 2/28/20 to celebrate all the progress of Triple P. Gladis will be partnering with event in Elkhart as well. Triple P has recently added an intensive parenting class to CAPS (Family Transitions-- $400 per person). Said they are looking for funding for this.

**Attendance**—discussed Attendance Works. Having FACS look after attendance more—with children below 85% attendance, FACS are to partner with families about why attendance matters (handouts) and info is on the attendance works website. This is in English/Spanish and a few more languages. **Vera** passed out the attendance plan and discussed case note documentation. Stated that this attendance can sometimes link to a missing physical or health information—can affect the attendance. Divorce is also an issue—when with one parent, may not be able to get to school.

**Concerns with Transportation**—Dr. Kathy stated that in the past all school districts had to provide transportation. 2 years ago we broke with SB schools and had to supply our own buses. Last year Goshen approached us and more recently Baugo and we have to facilitate transportation within those 3 districts. Discussed how other school districts work with providing buses/personnel. We will have to seek INKind from the districts which we provide transportation services.

ELKHART & ST. JOSEPH COUNTIES HEAD START CONSORTIUM

ADVISORY COUNCIL MEETING MINUTES

EDUCATION—HEALTH—SOCIAL SERVICES

Friday, February 21, 2020

Start Time: 10:01 am End Time: 10:46 am

Attendees: Dr. Kathy Guajardo, Vera Cavalcante, Dr. Phil, Christina Bromley, Melanie Dolph, Shellie Harris-Jones, Heidi Miller, Stephanie Hooks, Jane Yuhasz, Beth Morlock

**EDUCATION**

1. Welcome
2. Discussion of Coaching Activities (Beth)- we have a larger team this year and are in partnership with Family Connection. Beginning 2nd semester of individualized coaching for our teams. Some staff are selected by assessment scores and some by management request. Definition she shared from practice based coaching training: “Coaching ensures implementation” they base their focus on that statement. They talk about real world settings and coaching is not oversights—it’s a partnership who is an ally and a side-by-side partner. Coaching is also small and frequent. Stephanie suggested we share this definition with teachers because of some of the resistance we run into with teachers. Maybe share this with new teachers throughout the year so they know it’s a helpful definition. Language Modeling dimension—for instance, as an individual practice, it helped the teacher improve their score (anecdotal evidence). It showed that the practice-based coaching was working. **Stephanie** said that in St. Joe County they are mostly working with new teams. **Dr. Kathy** suggested that we should market the coaching philosophy so that teachers understand what coaching means, as a support system. Beth also passed out the Coaching Connection Newsletter—gave sample of February Coaching newsletter. **Heidi** discussed how she uses the “drift” scenario when she needs to bring people back to the policies. **Beth** also discussed the curriculum drift-makes it less personal.
3. **Stephanie and Beth**-All 1st round of CLASS is done. They are finishing up PQA feedback. Between both counties, 2nd CLASS will be done between March and April.
4. Training Calendar-discussed New Teacher Academy that was done in February. Stephanie discussed the academy that they run throughout the county. They have used that model twice here. October and February—about 50 teachers—thought is that it holds them over until summer until they get the fuller training. **Beth** stated they have proposed to do High Scope in June at Jimtown and one session here in July—we have some proposed dates and teachers are happy to hear that they can go closer to home during their session. **Beth** is teaching birth-5 in June. Dr. Kathy also stated it is open to the community partners. **Shellie** also did a math and science training in February. Said the teachers loved it and it was more hands-on. Discussed that they can have those opportunities ready for children—going through pre-school observations. They did one on bridges and structures, one on bubbles—discussed all the different opportunities for science in the classroom. **Beth** trained on collaborative teaming which looked at professionalism among our team members and how to approach the partnership in a professional way. It was a High Scope guided workshop. Discussions should be based around what’s best for the children and how to discuss these things together. Focus was on teaching being a professional role.
5. **Conscious Discilpine**-**Christina**-2 people that go every other month and spend two days with CD training. It is Marissa (mental health coordinator) and Gail (coaching team). Christina will be going down to Florida next week to learn CD with Autism. She will bring that back and discuss with Shellie, Marissa, Gail and herself to roll out to team.
6. **COR and Child Outcomes**— Shellie passed out packet. She discussed Kindergarten Readiness plan—with HS, we are stating that our 3 year olds should reach a level 3 and 4 reach a level 4. For COR Period 3, we have reached those marks. (For Pre-k) For EHS, infants and toddlers will reach their respective age level. For teachers that are not reaching those levels, supervisors will go in and look at lesson plans to see how they should tweak them to achieve the child outcome results. EHS retention rate is very good and they know the curriculum well. Most teachers have been here for 10 years. **Dr. Kathy** discussed consistent results within the Early program.
7. **PTQ process and licensing**- Gail is PTQ coach and coaches the licensed sites to ensure PTQ readiness.
8. **Gardening Project** **through ND Neuroscience**- **Shellie** stated we have partnership with ND Neuroscience department. Chloe, student, is doing a project on planting herbs to check benefits on children’s mental health and cognitive abilities. Starting next week and will be reading to children (books about gardening) and planning what they will need. Shellie showed books. Shellie is providing her with info for children. Planting will start in March: using milk cartons, 2 liters—also moving the plants outside. Passed out another article from OHS on positive gardening affects. Will also send home an activity for the parents. **Shellie** will get more information on that. **Dr. Kathy** stated that at Washington Gardens we also have gardening boxes in their playground area. Want to figure out how to extend this past the student’s graduation years.
9. **LEA’s**—partnership with drivers on IEP or behavior plans. How do we help them to navigate through child’s behavior concerns or needs on the bus? **Stephanie** discussed how it was an extension of the classroom. Drivers should have access to behavior plans and Safety Sam curriculum. Discussion about having Safety Sam knowledge for the drivers as well. Discussed having information available for those drivers. **Christina** said that we need to look at this with our policies and procedures.
10. **Stephanie** stated that COR Advantage is going to come with an update to lesson plans where you can have automatic fill-ins. **Stephanie** said we should get together this summer to put in some checks and balances. Not sure of rollout date yet.

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ADVISORY COUNCIL MEETING MINUTES

SOCIAL SERVICES-EDUCATION-HEALTH

Friday, February 21, 2020

**HEALTH**

Start time: 11:06 AM End time: 11:48 AM

Attendees: Tom Neat, Sarah Zepedd, Kristen Sciehman, Nicole Rehlander, Beckie Lies, Adrienne Thomas, Sandi, Pontius, Vera Cavalcante, Yolanda Washington, Jane Yuhasz, Dr. Kathy Guajardo

1. Welcome
2. **Health Requirements for 45/90 day and Physicals**- **Yolanda**—Discussed that sometimes parents will present with a physical at the time (early) of Intake (typically open enrollment) and by the time the school year starts, that physical has expired. She ran a report this morning and by the time we got to 90-day requirements, we were at 95% of material but it was starting to expire. Challenges we have for open enrollment is how will we get the medical information where it will last the entire yea? Medicare only allows one physical for year. **Becky** confirmed open enrollment is starting soon. 21% of physicals starting to expire at 90 day. **Becky** asked why the physical doesn’t work for the full year? **Yolanda** said because they expire sooner than the end of the school year. **Vera** stated that we do remind some families going into Kindergarten that they will need those updated physicals as well. Some physicians won’t allow you to make next appointment until it is closer to that date. **Becky** asked what options do we have? **Dr. Kathy** stated maybe to have a Nurse Practitioner come on board to help with the expiring physicals? **Sandi**, from SJRMC said that they have the mobile unit with NP’s…is there some kind of partnership that can be made? She will look into this. **Adrienne**—try to move parents and families to that May date? Is it possible to have families wait to turn in physicals? Education should occur at registration in regards to physicals potentially expiring early. **Dr. Kathy** said do we need to rethink asking for the physical at the open enrollment? We are asking for physicals within 10 days because of licensing and Federal requirements. They basically can’t start school without it. **Becky** stated that we should have someone onsite for the first few weeks of school. **Sandi** will look into it with SJCMC.
3. **Dental Exams**—only 80% of children have their dental exams AFTER bringing the mobile unit on site. **Vera** suggested asking sooner for the dental. Also discussed Vision screenings. **Vera** stated that children who don’t pass the initial screening, we should partner with Boling –they are possibly coming to St. Joe County with their expansion.
4. **Discussion of Walk-in physicals**. Is there anyone who can do that? Discussed some potential places. **Becky** asked about Federally Qualified Health Centers? Do we know who they are in the area? **Sarah** stated maybe we could find a clinic that we can have open in the fall to have open hours for walk-in physicals. **Sandi** also discussed reaching out to Sister Maura Brannick clinic in South Bend. **Beckie** said they will follow up as a group. **Yolanda** to send out initial email to health care partners to contact clinics for help (gathering emails from members of committee).
5. **Talked about lice**- looking for suggestions for how to help families treat chronic lice. Anthem, Care Source, MHS and MD Wise—can they help with the communication on what is covered for treatment? Unsure why they didn’t come to these meetings. Will try to find contacts. Suggested **Health Improvement Alliance**—**Becky** will send invite (St. Joe County) meeting coming up in March to Dr. Kathy and Nurse Yolanda. Will continue to build partnership and identify areas of need.
6. **Back To School nights**- **Becky** mentioned that we need to make sure we set up for recruitment at those nights. Suggested putting in info into July flyers. Push anything to Health Advisory committee. Health Dept will have immunizations (Elkhart County—end of August).
7. **Nutrition**- Handed out 35 parents with nutrition backpacks- Included nutrition and activity. Of the 35 kids that received backpacks, 10 of the kids showed weight decrease or maintained weight. **Sandi** wants this data for SJRMC since they were the plate providers.
8. **Amount of illnesses this winter-Yolanda**—Colds and Flus—140 kids out between Dec and today for cough and cold. Flu and cold 277 cases (not confirmed by doctor). Flu vaccination not required.
9. **Stress Management for transportation employees** –drivers and monitors face stress everyday with the children and parents. 2/7/20—trained almost 200 people affiliated with transportation. Found it beneficial to their experiences with families. Stated that we will continue this mental preparation. **Becky** suggested looking at Mental Health programming or training for employees. That is the priority on a lot of medical centers right now. **Dr. Kathy** said we will continue more training for **ACE** (Adverse Childhood Experiences). Nutrition program (Purdue) is getting training in Indy on trauma as well.
10. **Regarding Facilities and Safety**- Have to broaden health group—now including disaster relief, emergency preparedness plan and facility concerns. Facility issues we are facing are buildings being old and wired differently. Will see different topics come through within the next advisory council meetings. State and Federal criteria and sharing facilities with school systems are part of this.
11. **BREATH Program**- Talking about household cessation and handing out the Breath curriculum.
12. **Food Pantry handout**—Becky mentioned sending us an updated list. They just updated through the Master’s Students at IUSB. They updated food pantries and soup kitchens. Becky said there is a local contact for 2-1-1 that they will send us as well.